

COMMISSIONERS APPROVAL

GRANDSTAFF *Cg*

ROKOSCH

CHILCOTT *J*

DRISCOLL *KD*

IMAN *JR*

PLETTENBERG (Clerk & Recorder)

Date.....January 12, 2009

Members Present.....Commissioner Carlotta Grandstaff, Commissioner Jim Rokosch, Commissioner Greg Chilcott, Commissioner Kathleen Driscoll and Commissioner J.R. Iman

Minutes: Beth Perkins

► The Board met for the following administrative matters:

- Approval of Financial/Operating Plan 09 with Forest Service for Enforcement:  
Administrative Assistant Glenda Wiles presented the Board with the Financial/Operating Plan 09. **Commissioner Rokosch made a motion to approve the Financial/Operating Plan 09 with Forest Service for Enforcement. Commissioner Chilcott seconded the motion. All voted 'aye'.**
- Discussion of contribution dollars to WMMH and litigation budget:  
Administrative Assistant Glenda Wiles presented the Board with the request for additional funding. The total is \$24,994 which Glenda questioned as being budgeted. Commissioner Driscoll instructed Staff to contact Skip Rosenthal. **Commissioner Chilcott made a motion to issue a check for the amount currently budgeted. Commissioner Driscoll seconded the motion and all voted 'aye'.**

Glenda discussed the amount remaining in the litigation budget at \$115.00. She requested a budget transfer from GUC line item. The Board concurred. Glenda then discussed the contract between PBS&J and the water at the Courthouse. Glenda recommended legal review of the contract. She stated Charlie Vandam will do an assessment and the design for the bid for repairs. The Board discussed the repairs needed. They concurred to get legal review of the contract.

Glenda discussed the paint in the Extension Office as part of the repairs and the colors were not approved by the insurance company. She stated Purity Cleaning authorized the colors and the difference will be on Purity Cleaning's dime. She then discussed the carpeting difference and where the glue is not sticking to the walls. She stated she requested Purity to fix it. She also requested the certificates of liability for their sub-contractors and has not received any as of date. The Board concurred to withhold payment until the certificates were produced. Glenda then discussed the carpet needing to be replaced due to the smell. She stated she is in contact with the insurance adjuster for carpet replacement and linoleum in the kitchen area. The Board concurred with Glenda.

Glenda stated she has an agricultural lease for the Leonardi Property at the Airport ready for Ron Hale to sign. She requested the Board give direction to obtain a legal review of the lease or not. After discussion, the Board concurred no legal review was required.

► The Board met for approval of submission of the OVAW grant with Marty Birkeneder continued from January 8th. Present were Pete Clarkson, S.A.F.E. Representative Stacy Umhey, and Administrative Assistant Glenda Wiles.

Marty presented the Board with a final draft of the OVAW grant application. She then gave an overview of the previous meeting. She stated the funding is to promote upgrading the tracking system, enforcement of protection order violations, investigations and collaborating with the community for response to domestic and sexual violence complaints. Marty stated the budget is approximately \$400,000. She then discussed the requirements such as a sustainability plan and an MOU with the Commissioners to sustain certain employees such as a special investigator, transcriptionist, and a special victim-witness advocate administrative position. These positions are in order to process these crimes quicker and more efficiently. She stated over \$600,000 has been received in the past from this grant for a variety of budget items and to establish a forensic lab to search for evidence on computers and cell phones. Marty stated last year the grant was denied and this year she has thoroughly addressed all areas of prior concern. She gave the breakdown of the salary for the three employees' portion from the grant. Marty stated the County's requirements are to sustain the employees' positions once the grant ends. She stated there is a total of 11 positions included with the grant although only 3 are slated for sustainability. Stacy stated S.A.F.E. only configured .25 salary for the special investigator. Stacy stated there are two programs at S.A.F.E. funded by this grant. One program is community response to rural domestic violence, and the other is an Encourage to Arrest grant for domestic and sexual violence. She discussed the changes to the victim advocate program where now there is a part time advocate. Stacy gave an overview of the portion covered by a VOCA grant and also a surcharge tacked on to criminal convictions. She stated they are willing to add a half time advocate to this grant at a reduced cost to the County. Stacy reviewed sustainability and stated the first option is to have the funding continued at a federal level but a sustainability plan (commitment) from the County is required.

Commissioner Driscoll asked if the projection sheets will be included with the grant submittal. Marty replied the grant requires detailed budget sheets with more information than what was been presented. She gave more information of the victim witness program. Commissioner Rokosch questioned the wage calculation of the special investigator. He pointed out the insurance line of the benefits and there is a discrepancy. The Board stated the numbers need to be clarified prior to submittal.

**Commissioner Chilcott made a motion to approve the submittal of the OVAW grant contingent upon the final numbers for the sustainability plan. Commissioner Driscoll seconded the motion and all voted 'aye'.**

► The Board met for a discussion and decision on appointing Planning Board members. **Commissioner Rokosch made a motion to appoint Jim Dawson for the Lone Rock School District Representative to the Planning Board. Commissioner Chilcott seconded the motion and all voted 'aye'.**

**Commissioner Rokosch made a motion to appoint Cheryl Tenold as the Stevensville School District Representative to the Planning Board. Commissioner Driscoll seconded the motion and all voted 'aye'.**

Commissioner Chilcott made a motion to appoint Brian Glenn for Corvallis School District Representative to the Planning Board. Commissioner Iman seconded the motion. Discussion: Commissioner Rokosch expressed his preference for Fran Maki. Commissioner Grandstaff discussed the need to have an agricultural representative on the Planning Board. Commissioner Chilcott and Commissioner Iman voted 'aye'. Commissioner Grandstaff, Commissioner Rokosch and Commissioner Driscoll voted 'nay'. Motion failed. **Commissioner Rokosch made a motion to appoint Fran Maki for the Corvallis School District Representative to the Planning Board. Commissioner Driscoll seconded the motion. Commissioner Grandstaff, Commissioner Rokosch and Commissioner Driscoll voted 'aye'. Commissioner Chilcott and Commissioner Iman voted 'nay' Motion carried.**

**Commissioner Chilcott made a motion to reappoint Mary Lee Bailey as the Victor School District Representative to the Planning Board. Commissioner Iman seconded the motion and all voted 'aye'.**

Commissioner Chilcott made a motion to reappoint Dale Brown as the At-Large Representative to the Planning Board. Commissioner Iman seconded the motion. Discussion: Commissioner Rokosch noted Dale has had several absences on the Board for meeting. He stated he would like to see Skip Kowalski appointed as At-Large Representative. Commissioner Iman stated Dale brings his experience to the Planning Board and has experience and has worked with the DEQ. Commissioner Driscoll stated she would like to see Lee Tickell be appointed for his background and experience. Commissioner Chilcott and Commissioner Iman voted 'aye'. Commissioner Rokosch, Commissioner Grandstaff and Commissioner Driscoll voted 'nay'. Motion failed. **Commissioner Driscoll made a motion to appoint Lee Tickell as At-Large**

**Representative to the Planning Board. Commissioner Rokosch seconded the motion and all voted 'aye'.**

► The Board met for the following administrative matters:

- Final plat approval for North Park Bonanza Lands: Commissioner Grandstaff asked if all requirements have been met. Planner Jon Wickersham replied yes. **Commissioner Driscoll made a motion to approve the final plat for North Park Bonanza Lands. Commissioner Iman seconded the motion and all voted 'aye'.**
- Discussion and decision on an extension to the Preliminary Plat approval period for the North Bear Creek Tracts subdivision: Project Planner Jen De Groot presented the extension request to the Board for one year to allow the construction of the temporary access. **Commissioner Driscoll made a motion to approve the one year extension to the Preliminary Plat approval period for the North Bear Creek Tracts Subdivision. Commissioner Iman seconded the motion and all voted 'aye'.**

► Commissioner Rokosch visited with PHN Judy Griffin in regard to various Board of Health issues.

► Minutes: Glenda Wiles

► The Board met for a conference call with Missoula County Commissioners and Missoula County Chief Financial Officer Dale Bickel to discuss CRDC Economic Development. Missoula County Commissioner Curtiss asked the Commissioners if there was any project Ravalli County wanted to attend to and if City of Missoula Economic Development Authority Director Dick King had met with the Commissioners for any projects or assistance. Commissioner Chilcott indicated Dick has been very helpful to the County. Commissioner Curtiss stated there are not much regional monies coming in and suggested they disband the CRDC at this time. Commissioner Chilcott stated if the CRDC is disbanded then the counties lose \$35,000.00. Commissioner Curtiss stated if they do not disband the CRDC (as she does not feel it is effective right now); then both counties need to be more involved in the budgeting and development end of the CRDC and not allow Dick King to handle the issues for both counties. Commissioner Curtiss stated their county still does not have the Governance Structure in place when it was discussed in 2006. Commissioner Carey stated he is concerned about adding another bureaucratic step for the \$35,000 for each county. Commissioner Chilcott stated by having the CRDC, they are following the Big Sky Trust Fund rules. Commissioner Curtiss stated she is frustrated with the Department of Commerce. When they attended the recent meeting in Stevensville, they learned of all kinds of things that Dick King put together for Missoula County and they were not even aware of those programs. Commissioner Driscoll suggested Dick be a better communicator with their Commission.

Commissioner Chilcott asked Commissioner Curtiss if she had any recommended

amendments to the Governance Committee. Commissioner Curtiss stated she does not have any amendments, simply that Missoula and Ravalli County be more active players in this economic development, rather than allow Dick King. She has not addressed these concerns with Dick as she wanted to address the issues with the Ravalli County Commissioners first. There is another CRDC meeting on January 23<sup>rd</sup> in Stevensville. Commissioner Rokosch and Commissioner Chilcott will attend that meeting.

Commissioner Chilcott stated he does not want the counties to lose the \$35,000, and while he does not like the extra layer of bureaucracy this small amount of money does help.

Both counties agreed they would look at any proposed amendments in order to raise the bar on the accountability issue for CRDC.

► Minutes: Beth Perkins

► The Board met for a public hearing for Wood Family Ranch Conservation Easement application for the Open Lands Program. Present were Planner Vanessa Morrell, Assistant Planner Jon Wickersham, Representative Bruce Bugbee and Sponsoring Agency Representative Gavin Ricklefs, and several citizens.

Vanessa gave a Staff Report (see attached) for the Wood Family Ranch Conservation Easement.

Gavin also presented a report from Bitterroot Land Trust. He stated the property is 265 acres totaling 3 different parcels and is located northeast of Corvallis. Gavin discussed the prime and significant soils on the property. He stated it is surrounded by other agricultural operations which makes the property in the ideal location for a conservation easement. He stated parcel 1 is used for grain production, parcel 2 produces a hay crop and is grazed and parcel 3 is also used for grazing. Gavin discussed the conservation purposes being open space, wildlife habitat, and maintain working agriculture.

Gavin stated the project goals are to allow the prime soils to remain available to agriculture permanently, no additional residential or commercial structures on parcels 1 and 2, reserved right to convey two 2 acre homesites on parcel 3, BRLT will monitor the Conservations Easement annually to ensure adherence to its terms. He discussed the community benefit and the preservation of agricultural heritage. Gavin discussed project funding: total appraised valued is \$540,000, total project costs are \$37,220, total value of project is \$577,220. Total requested is \$265,440.

Laurie Wood, owner of the subject property, gave the history of the land. She stated how the Flathead Indians would trade chokecherries for bars of soap with the women. She stated her grandmother wrote stories of John Stevens' trees and four families traveling in the Bitterroot in wagon trains. Her point is that everyone knew everyone in that time and she would like to preserve that way of life. She stated she hopes the Board will feel comfortable with this project.

Dan Walker, chairman of the Open Lands Board, stated the historical aspect of this project is the reason why the citizens developed this bond. He stated the Open Lands Board represents a diverse group of individuals for these projects. He stated this is to protect such lands of agricultural importance.

John Ormiston, representative of the Bitter Root Land Trust on the Open Lands Board, stated this is why we volunteer and work hard on the conservation easement projects. He stated it has been a wonderful experience.

Commissioner Grandstaff opened public comment.

Les Rutledge, Open Lands Board member, congratulated the Open Lands Board and everyone involved. He discussed his desire to actively pursue trusts to preserve family farms. He stated that farming and preservation of legacy is very important. He stated he is in support of this proposal.

James Gandara stated his family is in support. He stated he is a neighbor of the Woods. He questioned the easement of the road and if it would be resolved with this process and the boundaries set from Wood Lane to the railroad tracks. Bruce Bugbee replied there is legal access to the property but beyond the crossing, he does not know. The placement of the conservation easement will not affect the easement of the road. He stated it is something to be discussed for considerations. Commissioner Driscoll stated the importance of having this clean. She suggested having approval contingent upon clarification of the road easement. Commissioner Chilcott questioned if the easement is contested. He further questioned if what is being asked is fencing for the easement. James replied in the past, it has been an issue. He discussed the utility lines and past difficulties with moving the fence line and the easement. Commissioner Chilcott asked if the question was who is going to pay for the fences and who is going to pay for the survey of the easement. He asked if James would be willing to pay for the fencing and the survey. James replied it was a dirt road before and now the Trexlers and the Knowles would benefit. Commissioner Iman asked where the fence is located along the property. He stated if this ranch has use of this easement then they should participate in the fencing. He stated this is a great opportunity and requested any other items in need of resolution prior to approval. He suggested coming to a resolution for the boundary line, if it is on the plat and where the easement exists. Commissioner Rokosch stated these are the types of issues that should be addressed in the final phase. He stated clarification of the easement is something that should occur in the final phase before the check is cut. He stated he has visited the property and there are two fences used by all parties. He stated he is hearing the desire to clarify the 40 foot easement and then move the fence lines to the full easement. James replied yes, that is what he is asking. Commissioner Grandstaff stated within the resolution presented by the County Attorney's Office, it would be done in the final phase of this project.

Bruce Bugbee asked if the property is fenced on the boundary does it resolve the issue. James replied it is a 40 foot easement and he is asking for an extension of the easement to

county road standards. Bruce replied he believes it is a county road and there is a property boundary recently surveyed. He stated if it is a matter of fencing, then it is straight forward. However, once the layers are peeled back, they may reveal unknowns.

Tonia Bloom stated this is an Open Lands Project. She commended the Open Lands Board and Planning Staff for their diligence on creating the criteria and hard work. She stated the purpose of the easement is to create a certain predictability of the future of the property and maintain private ownership. The County is not going to be involved in private disputes with neighbors. She cautioned the Board against jumping with both feet into neighborhood disputes. She stated she does not think the County should be the entity to resolve this issue within the Open Lands Program. Commissioner Rokosch stated determining the easement is within due diligence of the Board and is germane to this project and the long term management. Gavin replied there is obviously some sort of issue with the easement. It is a private dispute between neighbors. The purpose today is to present the Board of County Commissioners with this proposal. If there is a dispute between neighbors of the easement, it will not affect the conservation easement. He stated it seems there is more trying to be addressed than what the Open Lands project allows. Vanessa added she can see the relevance of the issue but does not believe it is part of the Open Lands project proposal. Commissioner Driscoll stated it is something to be addressed.

Commissioner Grandstaff called for any additional public comment, hearing none. She then closed public comment and opened Board deliberations.

Civil Counsel Dan Browder stated the County is not receiving the conservation easement but rather being a facilitator between BRLT and the owner. He stated the options are to pass the resolution as drafted or add new conditions which could be more of a practical problem than a legal problem. He discussed Commissioner Rokosch's suggestion of a title provision of the final documentation. He stated the dispute of who the easement is around, and who is going to pay for it, etc. He does not know how that can be resolved outside of the agenda item today. Commissioner Chilcott stated it is a monumental moment for the Board of County Commissioners, the landowners, and the Open Lands Program. He does not believe the easement should be a question of approval. Commissioner Iman stated he is in agreement with Commissioner Chilcott other than the importance of the easement. He stated if the access of parcel 1 goes to parcel 2, it would be on Poppy Lane and both of the proposed homesites are on the east side. He stated as a Commission it is important to accomplish the goal of the first Open Lands project but it needs to be done right. He further discussed the importance to clarify the road easement reasonably. He stated there are things that need to be discussed prior to approval when the public's money is being spent then claim deniability afterwards. The specifics are to be addressed while approving the goal. Commissioner Rokosch stated it is important to capture the public comment and input via minutes and convey it to the parties involved. He stated he does not believe the Board is side stepping any responsibilities. He stated it is important to incorporate to the Open Lands Board the responsibilities of the Board of County Commissioners as it would help to facilitate future projects. Commissioner Driscoll stated the first layer is for the two parties to talk to each other for an agreement.

Commissioner Grandstaff requested any further board discussion. Hearing none, she closed Board deliberation.

**Commissioner Chilcott made a motion to approve the Wood Family Ranch application at the funding level requested, based on the recommendation of the Open Lands Board as outlined in the staff report and to adopt Resolution No. 2375. Commissioner Driscoll seconded the motion. Discussion:** Commissioner Rokosch expressed his thanks to the Open Lands Board, Planning Staff and the Wood Family. The Board concurred with Commissioner Rokosch. **All voted 'aye'.**

► Commissioners Chilcott and Driscoll participated in a site visit of Poly Warehouse in Stevensville with RCEDA Director Julie Foster.



1/12/09  
Attachment

OPEN LANDS BOND PROGRAM  
WOOD FAMILY RANCH  
CONSERVATION EASEMENT

STAFF REPORT FOR BOARD OF COUNTY COMMISSIONERS

CASE PLANNER: Jon Wickersham

REVIEWED/  
APPROVED BY: Vanessa Morrell

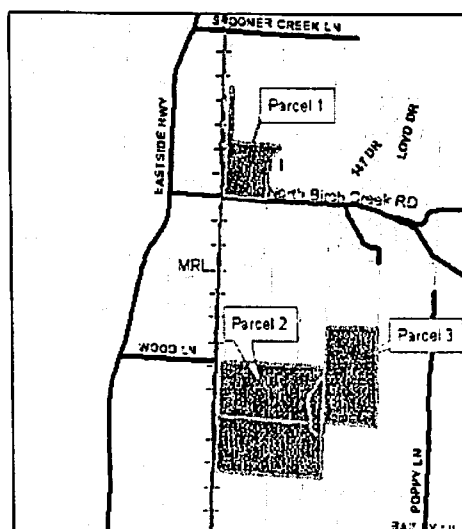
PUBLIC MEETINGS/  
HEARING: Open Lands Board Meeting 7:00 p.m. November 20, 2008  
Open Lands Board Meeting 7:00 p.m. December 18, 2008  
BCC Public Hearing 2:00 p.m. January 12, 2009

APPLICANT: Janet Currie Wood and Laurie Wood-Gundlach  
3001 Morse Avenue  
Sacramento, CA 95821-3502

REPRESENTATIVE: Bruce Bugbee  
American Public Land Exchange Company  
125 Bank Street #610  
Missoula, MT 59802

SPONSORING AGENCY: Bitter Root Land Trust  
Contact: Gavin Ricklefs  
307 State Street  
Hamilton, MT 59840

PROJECT LOCATION: The property is located northeast of Corvallis off Eastside Highway. Parcel one (1) is located on North Birch Creek Road while Parcel two (2) and three (3) are on Wood Lane. (See Map 1)



Map 1: Location Map  
(Source Data: Ravalli County GIS Department)

## INTRODUCTION

The subject property is located northeast of the community of Corvallis. Currently there is only one developed home and associated agricultural outbuildings existing on the 265 acre property. The property consists of 199 acres of irrigable pasture and approximately 66 acres of dry pasture. The Wood Family Ranch has been a working agricultural operation for the last five generations and is located in what the application describes as the Corvallis Agricultural Corridor, an area believed to contain some of the most productive agricultural land in the Bitterroot Valley. The Wood Family and the Bitter Root Land Trust believe this project could be a catalyst for other conservation easements in the area.

## LEGAL DESCRIPTION OF PROPERTY:

### **Parcel 1:**

The West 86 feet of the NW1/4 SW1/4 S 34, T 8 North, R 20 West P.M.M and SW1/4 S 34, T 8 North, R 20 West P.M.M Ravalli County Montana.

Excepting the following described tract:

Beginning at the Southeast corner of SW1/4 SW1/4 Section 34, thence West along South line of Section 34, a distance of 283 feet; thence North a distance of 870 feet; thence N. 33°21' East a distance of 514.7 feet to a point on East line of SW1/4 SW1/4 of Section 34; thence South along said line a distance of 1300 feet to place of beginning.

Recording reference Book 126 of Deeds, page 969 and Book 211 of Deeds, page 37

Also Excepting there from that portion deeded to Northern Pacific Railway Company in Book 68 of Deeds, page 569.

### **Parcel 2:**

The NW1/4 NW1/4 and the NE1/4 NW1/4 of S 10, T 7 North, R 20 West, P.M.M., Ravalli County, Montana and

The S1/2 SW1/4 of S 3, T 7 North, R 20 West, P.M.M., Ravalli County, Montana, less the right of way for Supply Ditch.

Recording Reference Book 22 of Deeds, page 131, Book 8 of Deeds, page 58 and Book 53 of Deeds, page 253.

Excepting there from a tract of land in the SW 1/4 of S 3 and the NW1/2 of S 10, all in T 7 North, R 20 West, P.M.M., Ravalli County, Montana and being more particularly described on Certificate of Survey No. 2406 (as recorded in Book 155 of Deeds, age 198)

### **Parcel 3:**

Lots 21, 22, 23 and 24 of Block 4, and Lots 13, 14 and 15, Block 19, Mountain View Orchards, Ravalli County, Montana, according to the official plat recorded September 5, 1908.

Also a tract of land in the SW1/4 of S 3 and the NW1/4 of S 10, all in T 7

North, R 20 West, P.M.M, Ravalli County, Montana and being more particularly described on Certificate of Survey No. 2406.

### **APPLICATION REVIEW INFORMATION:**

The Pre-submission meeting was held on October 31, 2008 and the full application was submitted and determined complete on November 14, 2008. The Conservation Committee of the Open Lands Board conducted a site visit on December 5, 2008. Two (2) full Open Lands Board Meetings were held to discuss the proposal and to develop a recommendation for the BCC. **This Conservation Easement was reviewed under the Ravalli County criteria and procedure as adopted by Resolution 2256 by a majority of the Board of County Commissioners on December 5, 2007.**

### **CONSERVATION SUBCOMMITTEE REPORT:**

#### **Background**

The Open Lands Board Conservation Subcommittee (OLB-CS) is tasked under the adopted Open Lands Bond Program (OLBP) Application Review Procedure with reviewing applications under the criteria in the Project Scoring Worksheet for the subject application, and performing a site visit on the subject property. This report summarizes the OLB-CS findings and recommendation to the Open Lands Board (OLB). The report was reviewed by the full OLB prior to developing a recommendation for the County Commissioners.

#### **Findings**

Based on the application materials submitted and the property site visit, the OLB-CS made the following findings:

- The property has the integral attributes required to, under best management practices, sustain a viable agricultural operation and/or quality wildlife habitat.
- Approval of the proposal would generally meet the goals of the OLBP by protecting, for perpetuity, agricultural lands, wildlife habitat, and open space in Ravalli County.
- The Wood Family Ranch proposal has the potential to act as a catalyst for protection of other similar properties in the vicinity. The OLB-CS notes that agricultural practices surrounded by similar land uses tend to have a greater probability of long term viability.
- All Project Scoring Worksheets submitted by OLB members for consideration by the OLB-CS reflected at least the minimum score of 50 points required for the project to be considered past Phase I.
- The OLB-CS recognizes the critical importance of being good stewards of tax payer money through the mindful and deliberate implementation of the OLBP.

#### **OLB-CS Recommendation**

After consideration of the Wood Family Ranch Conservation Easement Application within the adopted criteria and procedure for the OLBP, the OLB Conservation Subcommittee **unanimously advises that the Open Lands Board forward a recommendation to the Board of County Commissioners to approve the Wood Family Ranch proposal at the funding level requested.**

The OLB-CS recommends that all land owners in Ravalli County explore voluntary resources available to assist in the implementation of best management practices.

## **FULL OPEN LANDS BOARD REPORT**

### **Background**

The Open Lands Board (OLB) is tasked under the adopted Open Lands Bond Program (OLBP) Application Review Procedure with reviewing applications under the adopted criteria and procedure. This report summarizes the OLB findings and recommendation.

### **Findings**

The full Open Lands Board (OLB) convened on November 20, 2008 and December 18, 2008 to discuss the Wood Family Ranch conservation easement proposal, the deliberation and recommendation of the OLB-CS, and other public and staff comment.

- The OLB adopted the findings of the OLB-CS as reported.

### **OLB Recommendation**

After consideration of the Wood Family Ranch Conservation Easement Application within the adopted criteria and procedure for the OLBP, **the Open Lands Board unanimously recommends the Board of County Commissioners approve the Wood Family Ranch proposal at the funding level requested.**

## **LEGAL NOTIFICATION**

Posted in the Bitterroot Star on 12-31-2008 and 01-07-2009

RAVALLI COUNTY BOARD OF COUNTY COMMISSIONERS  
PUBLIC HEARING  
JANUARY 12, 2008

WOOD FAMILY RANCH  
CONSERVATION EASEMENT

**PLANNING STAFF'S RECOMMENDED MOTION**

The Wood Family Ranch application be ***approved*** at the funding level requested, based on the recommendation of the Open Lands Board as outlined in the staff report.

**BCC Review Stage:**

**OLBP Phase 4**

When considering a proposal the BCC will have the following items available for consideration: the full application materials, a possible site visit, all summary reports and recommendations submitted for review, and any discussions held within the public hearing process. Applications for funding from the OLBP should be considered within the adopted criteria and procedure for the OLBP (Res 2256).

Once the BCC has finished their review and public hearing process, they will **vote to approve or deny funding**.

**OLBP Phase 5**

If the proposal is approved by the BCC, the following documentation will be required before the County can release funds. The applicant shall provide the documentation to the Planning Department. The Planning Department will coordinate review of the materials.

- Conservation Easement Document and Baseline Documentation Report
- Title commitment for the subject property and resolution of title issues
- Final appraisal
- Purchase agreement
- Environmental Hazard Survey concerning hazardous materials (as described by the federal government) that may or may not be located, used or disposed of on the property
- An agreement between the county and the qualifying sponsoring organization regarding joint responsibilities
- A Mineral Rights Statement
- A narrative describing the Closing Arrangement- where the closing is to occur, closing participants, settlement sheets, Escrow arrangements if required, the cost of closing etc.
- Additional Documentation as required by decision of the Board of County Commissioners (Res. 2256)